

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Chief, Fiscal Division DATE: 3 June 1960

ATTN : [REDACTED]

FROM : Chief, Administrative Staff, [REDACTED] 00 25X1A7b

25X1A9a, SUBJECT: Request for Fiscal Orientation for [REDACTED]

25X1A9a REF : Telephone conversation between [REDACTED] Fiscal Division, and 25X1A9a [REDACTED]

25X1A9a 25X1A7b

As Mr. [REDACTED] will be appointed Chief of the [REDACTED]

in mid July 1960, it is requested that he be oriented on payroll, travel, voucher, and other applicable fiscal procedures on 13 and 14 June 1960. 25X1A7b

FOR THE CHIEF, [REDACTED] 00: 25X1A9a

[REDACTED]

DO NOT WRITE IN THESE SPACES

FOR NO. 110 NO. 100 NO. 3 NO CHANGE

IN CLASS 5/13/60 2936 100.02

NO. PGE. 1 25 58

REV CLASS 1 REV COORD. AUTH: HR 70-3

6/13 - Deputy Chief
- Payroll
- Accounting

6/14 - AM Travel
PM claims

Completed
JEC